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SECURITY INFORMATION

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 27 Nov

FROM : [redacted] Classification Analyst

SUBJECT: Request for Table of Organization Revision, General Counsel

1. It is recommended that action be initiated to change [redacted] General Counsel Administrative Pool, Office of the General Counsel, from Clerk GS-3 to Clerk (Stenography) GS-301-4, and that the Table of Organization be amended accordingly.

2. The above recommendation is based upon a review, analysis, and evaluation of the duties and responsibilities assigned to this position.

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CONCURRENCE:

25X1

*Approved.*

*Class & Wage*

*11-29-51*

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JM #462 11/30/51  
JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 5 NO CHANGE  
IN CLASS/ DECLASS/ ~~CLASS~~ CHANGED TO: TS S & RET. JUST. \_\_\_\_\_  
NEXT REV DATE 8/8/52 REV DATE 16.5.52 REVIEWER 3.2.9.3 TYPE DOC. 02  
NO. PGS 1 CREATION DATE \_\_\_\_\_ ORG COMP 32 OPL \_\_\_\_\_ ORG CLASS 5  
REV CLASS 4 REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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